

Volunteer Opportunity

POSITION TITLE: Receptionist

SUPERVISOR

Susan Henry (614) 794-0213 or
sehenry@franklincountyohio.gov



DESCRIPTION OF DUTIES

Answer multi-line phone system and transfer calls to staff or voicemail. Greet visitors and allow routine building access.

NUMBER OF VOLUNTEERS NEEDED

2 to 3

DATE, TIME & LOCATION

Work hours vary due to agency needs and your availability. Volunteers will be requested to work when staff is engaged in meetings or projects, and given as much advance notice as possible.

TRAINING, SPECIAL SKILLS OR OTHER REQUIREMENTS

One hour of training and two hours of supervised work. Volunteers are requested to work at least once every three months to keep skills fresh. Professional phone demeanor and appearance is required.

OTHER INFORMATION

Will be provided an organization chart, phone reference guide, and visitor access guide. A staff member will be available to answer questions. Dress is business casual.

IMPACT

Ensures customers receive prompt service when staff is otherwise engaged.

